

TUITION AND EXAMINATION REGULATIONS

2018-2019

Master of Theology, In-depth | Groningen
Master Verdieping; CROHO 60264

Version: G-MV-20180901ENG

Enacted by the PThU Executive Board; Amsterdam, August 30, 2018.

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Disclaimer:

Although every care has been taken to translate the texts of the Dutch regulations accurately, the original text in Dutch is binding in any case of contradiction or difference in interpretation.

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PART 1 – GENERAL SECTION

Paragraph 1 – General definitions

Article 1.1 – Applicability of the regulations

1. These regulations apply to the initial master curricula of the Protestant Theological University (PThU). The regulations describe the current procedures, rights and duties with respect to the courses, the tests and the examinations. Part 1 (General section) of the regulations includes conditions that apply to all curricula of the university, unless explicitly stated otherwise in a condition of Part 2; Part 2 includes specific conditions per curriculum.
2. Further, these regulations also apply to the classroom- and self-study courses that are part of the bridging programme ('premaster', see also paragraph 9.2), insofar as they do not conflict with the nature of this education.
3. The Tuition and Examination Regulations are enacted or changed by the university's Executive Board after seeking the advice of the Examination Committee and after seeking the advice and/or consent of the Curriculum Committee and the University Council.

Article 1.2 – Definition of terms

1. In these regulations the following definitions are used:
 - a. Examination Board of Appeals (EBA): The Board as implied in article 5.9 of the Management Rules and Regulations of the university;
 - b. course: a coherent programme of lectures, research, practical exercises, preparation time, study time, or a combination of these, concluded with a test that is valid as an examination component;
 - c. ECTS: European Credit Transfer System; unit that expresses the study load of a course unit; a study point equals one ECTS credit; one ECTS credit equals 28 hours of study;
 - d. European Economic Area (EEA). The EEA includes all member states of the European Union, Liechtenstein, Norway and Iceland.
 - e. examination: master examination, consisting of examination components; after successful completion of all these components, the requirements for the examination have been met;
 - f. Examination Committee (EC): the committee that determines in an objective and professional manner if a student's knowledge, insight and skills as required for a diploma satisfy the requirements of the Tuition and Examination Regulations. The Examination Committee appoints the examiners and monitors the quality of the examinations and tests (in accordance with article 5.8 of the Management Rules and Regulations of the university and article 7.12 of the Act on Higher Education and Academic Research). These Tuition and Examination Regulations define examination committee as the Examination Committee master curricula PThU;
 - g. examination component: the tests of the courses that belong to the master curriculum, in accordance with article 7.10 of the law;
 - h. examiner: a person who has been appointed by the Examination Committee to hold examinations and decide on examination results;
 - i. Course Catalogue: generally accessible database via the website, where ECTS, content, form, objectives, competencies, any entrance requirements and the method of examination are specified for each course;
 - j. Curriculum Committee (CC): a participation council and advisory committee to the Executive Board (in accordance with article 5.6 of the Management Rules and Regulations of the university). These Tuition and Examination Regulations define curriculum committee as the Curriculum Committee PThU;

- k. Osiris Student: the part of the student information system accessible to students in order to enrol in courses, view results, update their details, etc.
 - l. semester: part of the academic year starting either on 1 September 2017 and ending on 10 February 2018, or starting on 11 February and ending on 31 August 2018;
 - m. student: a person registered at the university to follow courses and/or take examinations;
 - n. Student net: the private section of the university website that contains specific information on education and other matters related to the study;
 - o. test: an examination of the knowledge, insight, attitude and skills of the examinee in relation to a specific course or a part thereof, as well as the assessment of the results of that examination. A test may comprise subtests;
 - p. thesis, or master's thesis: final master paper;
 - q. Admission Committee: the committee appointed to decide on a student request to be admitted to an educational master trajectory of the university;
 - r. university: The Protestant Theological University;
 - s. language of instruction: the language used in the courses and their tests and examinations;
 - t. satisfactory/unsatisfactory: these terms are used as equivalents of the terms "met goed gevolg"/"niet met goed gevolg" (Dutch) as used in the law;
 - u. law: the Act on Higher Education and Academic Research (Dutch: WHW).
2. The meaning of other notions are those that the law attaches to them.
3. Wherever these Tuition and Examination Regulations mention he/him, she/her is also intended.

Paragraph 2 – The structure of the curricula

Article 2.1 – The curricula

1. At the university, Groningen department, the following Master Programmes are set:
 - a. Master of Theology, In-depth (60 ECTS);
 - b. Master of Ministry (180 ECTS), with specializations 'Congregational Minister' and 'Spiritual Care'.
2. At the university, Amsterdam department, the following Master Programme is set:
 - a. Master of Congregational Ministry (180 ECTS).

Article 2.2 - Objective of the curricula

The curricula aim to shape the students academically by providing them with knowledge, insight, skills and attitude aspects in the relevant area and preparing the students for further (academic) careers.

Article 2.3 - Versions of the curricula

1. The curriculum mentioned in article 2.1 sub 1b is offered only as full-time curriculum.
2. The curricula mentioned in article 2.1 sub 1a and 2a are offered both as part-time and as full-time curriculum.

Article 2.4 - Language of instruction

1. In principle, the following curricula are taught in Dutch:
 - a. Ministry;
 - b. Congregational Minister.
2. In principle, the following curricula are taught in English:
 - a. Master of Theology, In-depth.
3. English may be used in parts of the curricula if the nature of the instruction or the students' or teachers' descent ask for it. For the determination of the language of instruction, the ethical code laid down by the Executive Board applies.

Article 2.5 – Level of English, German and Dutch

1. To participate in the courses and the tests of the curriculum as described in article 2.1 sub 1a an active command of English is required, as described in the curriculum specific part of the relevant programme.
2. To participate in the courses and the tests of the curriculum as described in article 2.1 sub 1b and article 2.1 sub 2a:
 - a. an active command of English is presumed;
 - b. an active command of Dutch is required, as further described in the curriculum specific part of the relevant programmes.
3. To participate in the courses and the tests of the curriculum as described in article 2.1 sub 1b and article 2.1 sub 2a passive command of German is presumed.
4. If a student – in case of a clearly insufficient proficiency in German, to be assessed by the examiner – cannot reasonably be asked to follow the course and prepare for the test with German literature, the teacher will provide alternative study material in Dutch or English.

Article 2.6 – Method of evaluation

The education is evaluated in accordance with the internal and external quality cycles of the university's education quality policy, as described in the *Kwaliteitsbeleid onderwijs Protestantse Theologische Universiteit (PThU)*, which is published at the university website.

Paragraph 3 – Admission

Article 3.1 – Admission requirements

1. Any person meeting the requirements laid down in the law or under the law and the qualitative admission requirements set by the Executive Board is admitted to the relevant curricula.
2. The requirements laid down in the law or under the law in sub 1 are:
 - a. being in possession of an academic Bachelor degree, or
 - b. being in possession of the knowledge, insight and skills on the level of an academic Bachelor degree.
3. The requirements in sub 2b are met if the student:
 - a. is in possession of a Bachelor degree in Theology of tertiary education and has successfully completed the bridging programme as set by the Admission Committee, or
 - b. is in possession of a certificate by an institution of higher education abroad – with the exception of EEA states and Switzerland –, which the Admission Committee has ruled to be equal to that of an academic Bachelor degree as referred to in sub 2a, and has passed the TOEFL test with a minimum score of 90 (Internet Based Test) or 575 (Paper Based Test), or achieved a similar result in another examination or test.
4. The qualitative admission requirements for the Master Programme are included in the appendix of the curriculum-specific section.

Article 3.2 – Admission procedure and registration

1. The Admission Committee assumes responsibility for admission to the curricula. The procedures followed by the Admission Committee are as set by the Regulations Admission Committee PThU.
2. With a view to admission to the curricula, the Admission Committee checks the candidate's admission requirements as set in article 3.1. In its investigation the Committee takes into account the student's knowledge of the language in which the curriculum is offered.
3. Students who do not meet the requirements as set in article 3.1 will not be granted admission until the student has shown to meet the requirements. The university offers a bridging programme which is included in the curriculum-specific section to meet the admission requirements as set in article 3.1.
4. Admission is granted on the condition that the candidate satisfies, at the latest by the starting-date of the curriculum, the demands as laid down in article 3.1 as they appear

from certificates of earlier education.

5. A request to be admitted to a curriculum is submitted to the Admission Committee before 1 May (admission per 1 September). In special cases the Admission Committee may deal with a request that failed to meet the deadline.

6. The candidate receives an admission receipt or a negative decision. The decision may be appealed at the Examination Board of Appeals, when it does not concern a general decision (as set in the Rules of Procedure Board of Appeals for the Examinations, article 4 sub c and d).

7. The admission receipt specifies any conditions for admission.

8. An admission receipt is valid for the starting date, the curriculum and if applicable the specialisation for which it has been issued.

9. Registration for the curricula is only possible per 1 September, unless the Rector, requested by the Admission Committee, decides otherwise.

Paragraph 4 – Tuition, tests and examination

Article 4.1 – Curriculum

1. The curriculum consists of the obligatory examination elements as included in the appendices of the curriculum-specific sections of these regulations, and the optional elements.

2. A description of each part of the programme is included in the Course Catalogue, ultimately at the beginning of the academic year in which the course is taught, and will specify at least the study load in ECTS, content, form, objectives, competencies, admission requirements, attendance requirements (if applicable), the weighing of subtests (if applicable) and method of examination.

3. A course description also gives a differentiated insight into the method with which the study load of the course and its elements has been calculated.

Article 4.2 – Registration for examination components

1. Students are required to enrol for all courses separately. This is done in Osiris Student.

2. Only the students who have enrolled for the course gain the right to supervision by the teacher(s) involved, as well as access to the lectures, the activities related to the lectures, the digital educational environment related to the course, the tests and resits.

3. The registration occurs in a timely manner, during the assigned period of enrolment prior to the relevant course period. The university informs students in a timely manner on the registration periods.

4. When special circumstances, as specified in article 7.51 sub 2 of the law, are warranted, the Student Office, if needed in consultation with the student dean, can enrol a student outside of the registration periods as set in the previous sub.

Article 4.3 – Attendance requirements

1. If up to 20% of the college hours have not been attended by the student, without a valid reason (the assessment of which is the discretion of the examiner), the examiner may, on grounds of the importance of the college hours for the test, impose a suitable substitute assignment. This attendance norm has to be included in the course description that is included in the Course Catalogue.

2. If up to 30% of the college hours have not been attended by the student, without a valid reason (the assessment of which is the discretion of the examiner), the examiner may, on grounds of the importance of the college hours for the test, rule that the student can no longer take part in the lectures, nor submit assignments, nor take part in the tests of this course. This attendance norm has to be included in the course description that is included in the Course Catalogue.

3. On grounds of the specific character of the education in relation to the test, the following courses require 100% attendance:

- a. Master Congregational Ministry (Amsterdam), the following courses:
 - Vocation and Profession (1 ECTS)
 - Learning how to Teach (1 ECTS)
 - Pastoral training (5 ECTS)
 - Guidance of the Learning Process/Intervision (1,5 ECTS)
 - Performance & Communication 1 (1 ECTS)
 - Performance & Communication 2 (0,5 ECTS)
 - The Theologian Becomes a Minister (3 ECTS)
 - Supervision (part of the course Internship and Supervision) (2,5 ECTS)
- b. Master Ministry (Groningen, both specialisations), the following courses:
 - Vocation and Profession (1 ECTS)
 - Exposure Week (1,5 ECTS)
 - Performance & Communication 1 (1 ECTS)
 - Performance & Communication 2 (0,5 ECTS)
 - Missional and Diaconial Training (4 ECTS)
 - The Theologian Becomes a Minister (3 ECTS)
 - Group Supervision 1-5 (4,5 ECTS)
- c. Master of Theology, In-depth (Master Verdieping) (Groningen): none.

If the student is absent during contact hours of any of these courses, without a valid reason (the assessment of which is the discretion of the examiner), the examiner may, on grounds of the importance of the college hours for the test, either impose a suitable substitute assignment, or rule that the student can no longer take part in the lectures, nor submit assignments, nor take part in the tests of this course.

4. In sub 1, 2, and 3 of this article 'valid reason' means that:
 - a. there are demonstrable, special circumstances as specified in article 7.51 sub 2 of the law, and
 - b. the student has notified the examiner of these circumstances without delay.
 If the student has a valid reason for his absence, the examiner may reconsider (the contents of) the substitute assignment referred to in sub 1 and 3, in favour of the student, or replace the exclusion referred to in sub 2 and 3 with a suitable substitute assignment.
5. If the special circumstances referred to in sub 4a, and consequently the absence of the student, is structural, the EC may grant dispensation of possible attendance requirements. This is done on grounds of an argued and timely request of the student, and after consultation of the student dean and the involved examiners. As part of this decision, the EC may impose one or more suitable substitute assignments, or delegate the imposing of such assignments to the examiners. The said dispensation remains valid for one academic year, but may be prolonged at the request of the student.

Article 4.4 – Types of tests

1. Courses are concluded with a test.
2. In case the test consists of two or more subtests, usually at least one of the subtests is a written test.
3. The type of the test fits in with the objectives of the course.
4. Oral tests are taken in the presence of at least one other examiner, unless a full-time sound recording of the test is made. The sound recording and the written report will be archived in the test records of the university.
5. Only one person at a time will be evaluated in an oral test, unless the EC decides otherwise.
6. In principle, oral tests are not publicly accessible, with the exception of the final oral exam of the curricula mentioned in article 2.1 sub 1, unless the EC decides otherwise, or the student has objected to this with the EBA.
7. For each course, the manner of testing will be made known before the beginning of the academic year, in the course description that is included in the Course Catalogue. Test requirements are known at the outset of the course. Only in exceptional cases, examiners may deviate from the communicated form of the test – per test moment, and

always groupwise, that is, for all students taking part in a specific test moment – without prejudice to the provisions in sub 2-6 above.

8. In principle, the EC offers students with a functional disorder the opportunity to take tests in ways that are adapted to their individual disabilities (see article 6.1). If necessary, the committee will seek professional advice before taking a decision.

9. In exceptional cases, the EC can permit students to take a test in a manner that deviates from what has been specified in the online Course Catalogue. This permission is granted at the student's substantiated request and in consultation with the examiner(s) involved.

10. All details related to tests and their form not specified in this article, are specified in the applicable Rules and Regulations established by the EC, in accordance with article 7.12b of the law.

Article 4.5a - Application for tests and resits (master curricula)

1. There is a maximum of two attempts to pass any test or subtest, namely (1.) the regular (sub)test and (2.) one resit, except if sub 7 or 8 of this article apply. To these two attempts, article 4.7 sub 3 applies.

2. The Examination Committee can, at the request of the student, taking into account special circumstances as specified in article 7.51 sub 2 of the law, deviate from the statements of sub 1. The aforementioned circumstances have been reported to the examiner and the student dean without delay.

3. If a student does not take part in the regular test, without permission of the Examination Committee as specified in sub 2, the right to a first attempt expires, but the right to one resit remains in force, without prejudice to the provisions in article 4.7 sub 3.

4. A resit takes place under the same requirements regarding the content as the regular test. For deviation regarding the form of a test, see article 4.4 sub 7-9.

5. Students who have enrolled for a course do not have to register separately for the regular (sub)test. The final oral exam is an exception to this regulation, in accordance with the curriculum-specific section of these regulations, article 10.1 sub 2.

6. Students apply for a resit attempt by contacting the examiner no later than two weeks before the applicable resit period. For the resit in August, however, students have to apply no later than one week after receiving the test results of period 4.

7. If a student chooses to do in August the regular test (first attempt) of a course consisting of literature study, the master's thesis, the final oral exam, or a self-study course, he will have no right to a resit. The regulations of article 4.7, sub 3 and 4, apply to this.

8. Of the courses mentioned in article 4.3 sub 3 as well as 'Internship and Supervision', the number of attempts in an academic year may be limited to one, unless a resit does not require that the student follows the course again. The examiner decides on this.

Article 4.5b - Application for tests and resits (premaster)

1. There is a maximum of two attempts to pass any test or subtest, namely (1.) the regular (sub)test and (2.) one resit, except if sub 7 or 8 of this article apply. To these two attempts, article 4.7 sub 3 applies.

2. The Examination Committee can, at the request of the student, taking into account special circumstances as specified in article 7.51 sub 2 of the law, deviate from the statements of sub 1. The aforementioned circumstances have been reported to the examiner and the premaster's student dean without delay.

3. A resit takes place under the same requirements regarding the content as the first attempt. For deviation regarding the form of a test, see article 4.4 sub 7-9.

4. Students are required to register for any tests they wish to partake in. They will do so in accordance with the procedure communicated by the university.

Article 4.6 – Order of tests

1. Examination components may only be followed after the entrance requirements have

been fulfilled. These entrance requirements are listed in description of the courses in the Course Catalogue. If an entrance requirement applies to a part of the curriculum that consists of several examination components, this is specified in the curriculum-specific part of these regulations.

2. An entrance requirement is:
 - a. an examination component, or a part of the curriculum that consists of several examination components, which has to be completed satisfactorily; or
 - b. an examination component or part of a course the student is obliged to have taken part in.
3. The Examination Committee may allow exceptions to the entrance requirements, on the basis of severe circumstances.

Article 4.7 - Periods and frequencies of tests

1. Unless otherwise stated in the curriculum-specific section of these regulations, an opportunity is given to take tests three times within the academic year, on pre-arranged dates.
2. The dates on which the tests or resits are to take place are published in the timetables and announced at the start of the course, except for the courses consisting of literature study.
3. The test completing a course must have been taken by the end of the academic year at the latest.
4. After exceeding the term indicated in sub 3, students will have to re-register for the course. In such cases:
 - a. the test requirements in force at the moment of re-registration apply, unless (1) the Examination Committee decides to rule otherwise on the occasion of curriculum changes or on the basis of a motivated request from the student; or (2) it concerns the final oral exam or the thesis defence;
 - b. the examiner decides, on the basis of a request of the student and, in principle, on educational grounds, whether course components (subtests) already completed satisfactorily will have to be followed again, and to what extent the attendance requirements apply to the student.
5. The pre-arranged dates are binding. Deviation from these dates is only possible after permission of the EC. The date for the test must be set in such a way that the student is given the opportunity to take the test on the day when the regular resit of the test for a course is held.
6. The type of testing may involve offering a resit outside the ordinary resit weeks.

Article 4.8 – Evaluation and the right of inspection

1. The results of a test are announced within 10 working days of taking the test or handing in the test to the student and to the Student Office. Should special circumstances require so, this term can be prolonged with 10 working days. The examiner immediately informs the student and the Student Office concerning the prolongation described in the previous sentence.
2. Marks are given on a 1 to 10 point scale, with no more than one decimal. The final assessment of a course is either satisfactory or unsatisfactory:
 - 5,5 or higher: satisfactory
 - lower than 5,5: unsatisfactory.
3. For subtests, the same margins for satisfactory/unsatisfactory apply as determined in sub 2. If all subtests must be completed as satisfactory (5,5 or higher) to complete a course, this is indicated in advance in the course description that is included in the Course Catalogue.
4. Besides numerical results, the following ratings are used:
 - a. the student who has enrolled for a course and has not participated in any test requirements receives an ND (Niet Deelgenomen, no participation);
 - b. the student who has enrolled for a course and has not participated in all test requirements receives an NVD (Niet VolDaan, not completed);

- c. if the student has completed a course, but has not been given a mark for it, the student receives a V (Voldaan, completed) as test result;
 - d. the student who has been granted exemption by the EC receives a VR (VRijstelling, exemption);
 - e. In case the EC has established fraud, the student may receive a FR (Fraude, fraud) as test result.
5. In principle, results obtained at institutions abroad will be registered with a V (Voldaan, completed) as test result.
 6. Once a course has been completed with a pass, resits are only allowed by permission of the EC. Resits for satisfactorily completed courses mentioned in article 4.3 sub 3, as well as the course Internship and Supervision, are not possible.
 7. In case of a resit for a test, the grade obtained latest determines the result.
 8. During a period of at least six weeks after publication of the results of a written test, the student may request inspection of his assessed work. Additionally, he may request a copy of that work.
 9. During the period laid down in sub 7, all parties interested are entitled to information on the questions and assignments of the test concerned, as well as on the criteria on which the assessment has been based.
 10. Students are entitled to feedback on their assignments and tests.
 11. If a student and his examiner disagree about a test evaluation, the student has the right to request revision of the decision within six weeks following receipt or announcement of the decision. He does so by submitting such a request to the EBA. The student addresses such a written request to the secretary of the EBA. To the processing of such requests, the Rules of Procedure of the Examination Board of Appeal apply.

Article 4.9 - Period of validity

1. In principle, the period of validity of examination components that have been passed is unlimited.
2. In deviation from this, the EC can limit the period of validity of specific examination components, should the knowledge, insight or skills be demonstrably outdated.
3. If the period of validity of examination components is limited by the EC, the same limitation applies to exemptions granted for (parts of) these examination components.

Article 4.10 – Exemptions

1. At the student's request, the EC can grant a full or partial exemption for a particular examination component, upon hearing the examiner in question, if the student:
 - a. either has completed a programme component of an academic or higher vocational training that is similar in content, size and level;
 - b. or demonstrates sufficient knowledge, skills and time invested in relation to the component at hand through relevant work experience or acquired competences.
2. The Master's thesis is not part of this exemption regulation.
3. A request for exemption must be submitted to the EC in writing. The request must be supported with relevant documentation and reasons.
4. In principle, for courses that are smaller than or equal to 3 ECTS, no partial exemptions are granted.

Article 4.11 – Final oral exam

1. The Master curricula of the university are completed with a final oral exam ("concluding discourse").
2. The curriculum-specific section of these regulations specify to which course the final oral exam pertains, whether it is publically accessible and how to apply for it.

Article 4.12 – Examination

1. If the student has successfully completed the tests of the examination components, the examination is completed.
2. Notwithstanding sub 1, the EC may conduct an investigation into the knowledge,

insight and skills of the student concerning one or more components or competencies of the curriculum, as stated in article 7.10 sub 2 of the law.

3. When the EC has established the results of the examination, the student receives a certificate and a degree supplement including a grade list. In anticipation of the diploma ceremony the student may request a graduation statement. Further details relating to the diploma ceremony or the graduation statement are included in the curriculum-specific section of these regulations.

Article 4.13 – Degree

1. The “Master of Arts” (MA) degree is granted by the Executive Board to those who have successfully passed the master examination.

2. The granted degree is registered on the certificate of the examination.

Article 4.14 – Judicium

1. The diploma may be awarded with one of the following classifications (judicia):

- a. cum laude
- b. bene meritum
- c. passed

2. The classifications as referred to in sub 1a and 1b will be pronounced by the examination committee and are respectively assessed with the following criteria:

- a. The weighted average grade of all evaluated examination components is at least 8.0, and the examination component Thesis is graded with at least 8.5.
- b. The weighted average grade of all evaluated examination components is at least 7.5, and the examination component Thesis is graded at least 8.0.

3. Regarding the classification “cum laude”, the EC cannot make any exceptions on grounds of outstanding achievements other than the criteria as stated sub 2.

4. The classification “cum laude” is not awarded if:

- a. the number of exemptions of the exam programme in ECTS followed by the student exceeds 20% of the total amount of obtainable ECTS of the established exam programme of the relevant curriculum.
- b. the student has needed more than two attempts, as defined in article 4.5a sub 1, to complete any examination component with good result, except if there are special circumstances as specified in article 7.51 sub 2 of the law;
- c. the duration of the registration, from the date of enrolment for the relevant curriculum to the date on which the student has successfully completed all examination components, is longer than the nominal study duration of the relevant curriculum plus two months per nominal academic year.

5. The classification “cum laude” is, if awarded, mentioned on the certificate and the degree supplement. The classification “bene meritum” is mentioned on the degree supplement.

6. Insofar as the changes applied per 1 September 2018 in sub 2b of this article, disadvantage students disproportionately (i.e. no “bene meritum” due to a higher norm for thesis grade), and insofar as these students graduate in the course of academic season 2018-2019, they may request the committee to award a judicium based on the 2017-2018 criteria.

Article 4.15 – Fraud

1. The curricula referred to in article 2.1 are subject to the Fraud Regulations (pre-) master curricula PThU (‘Regeling Fraude (pre-)masteropleidingen PThU’), established by the EC.

2. The regulations referred to in the previous sub are included in the appendices of the curriculum-specific section of these regulations.

Paragraph 5 – Study progress and supervision

Article 5.1 – Study progress

1. The number of ECTS of an examination component per course is listed in the exam programme of the curriculum, as specified in the curriculum-specific section of these regulations. It is also listed in the course description as listed in the Course Catalogue.
2. If an examination component has been successfully completed, the ECTS allotted to the course in question will be considered as achieved study points.
3. Registration of the study results achieved is done by the Student Office.
4. Students have access to their registered study results via Osiris Student. The student must immediately report any inaccuracies and/or omissions to the Student Office.
5. At least annually, study progress is determined on the basis of the total number of ECTS achieved. At least once a year, the Student Office requests students to check their registered study data for accuracy and completeness.

Article 5.2 – Supervision

1. The student may turn to the student dean for information on specific regulations and conditions, exemptions, and the examination programme that should be followed, or on submitting requests to the EC.
2. The student is invited for a session with the student dean if his study progress gives cause to do so.

Paragraph 6 – Functional disorders and personal circumstances

Article 6.1 – Adaptations for students with a functional disorder

1. Students with a functional disorder are eligible for adaptations to the tests and practical work as well as non-physical adaptations to the teachings, on the grounds of a written request to the EC, submitted after consultation with the dean. These adaptations will be personalized as much as possible to the individual functional disorder of the student, but cannot alter the quality or level of difficulty of a class or exam programme. The available facilities can consist of: a personalized adaptation to the duration of a test or practical work, or providing practical resources.
2. The request, as stated sub 1, is submitted via the student dean and is accompanied by a recent recommendation of the student dean. The recommendation is based on a statement of a doctor or a psychologist. In the case of dyslexia, without the recommendation of the student dean, a statement of a BIG-, NIP or NVO-registered testing agency will suffice. If possible the statement provides an indication of the amount of hindrance to study progress.
3. A statement, as referred to sub 2, is valid for one year. In the case of a chronic illness the statement is administered for the duration of the uninterrupted registration of the student for the curriculum for which the adaptations as stated in the first sub are needed.
4. The Executive Board decides on requests regarding the physical educational facilities.

Article 6.2 – Other personal circumstances

If a student is unable to fully participate in the regular study programme due to personal circumstances, the student can, after consultation with the dean, put in a written request providing reasons to be granted permission to perform (partial) literature studies for the relevant course(s). The EC decides on the programme that will be followed by the applicant in accordance with the prevailing examination programme of the curriculum concerned.

Paragraph 7 – Judicium Abeundi

Article 7.1 – Applicability

Within the master curricula as referred to in article 2.1, a Judicium Abeundi can be pronounced.

Article 7.2 – Evidence of being unsuited

1. On the grounds of what has been referred to in article 7.42a of the law, the Executive Board can reject or end the registration of a student in special cases, if the student - by his conduct or statements – demonstrated to be unsuited for the professional practice of one or more professions to which the university gives access.

2. If there are any suspicions of a student being unsuited as described in the first sub, an investigation will be administered, of which the student will be immediately informed. The examination committee or the rector do not make any statements until careful consideration of the interests involved and until the student concerned has been given the opportunity to be heard.

3. Proof of being unsuited for the professional practice of one or more professions to which the university gives access is in particular:

- a. any actions or lack of actions in conflict with the care that he, in his quality of student, owes to:
 1. any person with respect to whom he performs managerial work as a semi-professional or a professional, a confidential advisor, a colleague and a person active in the church as a whole, within the scope of the educational situation;
 2. the closest relations of the persons implied under 3a sub 1.
- b. any other actions than under a) or lack of actions in that quality in conflict with the interests of a sound professional practice of the profession to which the university gives access.

Article 7.3 – Procedure Judicium Abeundi

The procedure for the rejection and termination of a student's registration on account of his being unsuited for the professions to which the university gives access, is laid down in a separate Judicium Abeundi Regulation, included as appendix belonging to the curriculum-specific section of these regulations.

PART 2 - CURRICULUM-SPECIFIC SECTION

Paragraph 8 – Master of Theology, In-depth (Groningen)

Article 8.1 - Specific final attainment objectives

Without prejudice to the conditions of article 2.2, final attainment objectives have been determined for the curriculum, for which please see Appendix 1 of these regulations.

Article 8.2 – Curriculum Master of Theology, In-depth

1. The objective of the Master Programme is academic specialisation within a specific profile of choice. The student, then, has to choose one of the profiles offered (Ethics of Dignity, Living Texts, Missional Communities, Thinking God Interculturally).
2. Within the profiles Ethics of Dignity, Living Texts and Thinking God Interculturally, the student may choose from various sub-routes (see Appendix 2).
3. In the Master Programme, the student takes a 5 ECTS course at the Faculty of Theology and Religious Studies of the University of Groningen (RUG). This course has to be in line with the chosen profile and will be selected in consultation with the supervisor.
4. The composition and organisation of the curriculum are explained in further detail in Appendix 2.
5. Subject to the approval of the EC, a student may take one or more components of the programme at other universities in the Netherlands or abroad.

Article 8.3 – Master's thesis

1. As part of the curriculum, students write a master's thesis within the field of the chosen profile (see article 8.2, sub 1 and 2) and the associated theological research group (Sources, Beliefs, or Practices).
2. Regarding the supervision, writing, completion and the evaluation of the master's thesis, the terms in Appendix 3 are applicable.

Article 8.4 – Regulations regarding switching research groups

If a student who follows the Master of Theology, In-depth programme wishes to switch from one research group (Sources, Beliefs, Practices) to another, he must retake the components of Methodology (5 ECTS), Specialisation course (5 ECTS), Literature for thesis (5 ECTS) and Thesis (15 ECTS) – if he has already followed these – in the new research group. The EC may decide to grant a full or partial exemption from Literature for thesis, on the advice of the thesis supervisor.

Article 8.5 – Research programme (formerly Honours programme)

1. Excellent students may follow the Research Programme organized by the Graduate School.
2. The contents of the Research Programme and the criteria for admission – as applicable to the Master of Theology, In-depth – have been determined by the Committee for Academic Practice (see Appendix 7).

Paragraph 9 – Admission

Article 9.1 – Admission requirements

1. Admitted to the Master of Theology, In-depth programme are those who:
 - a. have fulfilled the regulatory and qualitative admission requirements, in conformity with article 3.1 of these regulations and further detailed in Appendix 4; and
 - b. possess a proof of admission issued by the Admission Committee.
2. Students with a diploma
 - a. bachelor Classical Theology of the PThU; or

- b. bachelor Theology (Joint Degree) of the PThU and VU Amsterdam, graduation route Theology “Godgeleerdheid (GG)”;
 - c. bachelor Theology, including the PThU-trajectory, of the University of Groningen;
or
 - d. bachelor Theology of an accredited university of which the Executive Board of the PThU has ruled that it is to be considered equal to the other bachelor diplomas listed above;
- are regarded to meet the requirements mentioned sub 1a and are consequently admitted to the programme.
3. Students with a diploma
 - a. bachelor Theology Plus of the PThU; or
 - b. bachelor Theology (Joint Degree) of the PThU and VU Amsterdam, graduation route General Theology “Algemene Godgeleerdheid (AGG)”;are regarded to meet the requirements mentioned sub 1a and are consequently admitted to the Master of Theology, In-depth programme with the exemption of the profile Living Texts, sub-route Old Testament/New Testament, as mentioned in article 8.2, sub 1a.

Article 9.2 – Bridging programme

1. The university offers a bridging programme in order to meet the admission requirement as mentioned in article 3.1 sub 2b and the qualitative admission requirements.
2. The Admission Committee decides, in light of the prior education and experience of the candidate, and in line with the demands delineated in article 9.1 sub 1, whether the student needs to complete the bridging programme or components of it.
3. The components of the bridging programme and the corresponding study load in ECTS, are mentioned in Appendix 4.
4. The components of the bridging programme can be followed through the regular courses of the bachelor curricula mentioned in article 9.1, sub 2b, sub 2c, and sub 3b. Alternatively, the components of the bridging programme may be followed through the courses offered by the PThU as a self-study package including a test, or, in the case of Hebrew and Greek, as classroom courses.
5. The university communicates the admissions procedure for the bridging programme via the website, including the applicable rates of expenses. Registered candidates receive further practical and substantive information on the courses via a digital education environment.
6. After successfully completing the components of the programme, the candidate receives a written overview of the results obtained per component.

Paragraph 10 – Final oral exam and certification

Article 10.1 – Final oral exam (“concluding discourse”)

1. The programme of the Master of Theology, In-depth is concluded by examinations of the class “Thesis” (15 ECTS), in the form of a public discussion and defence of the master’s thesis (public oral exam), followed by a private deliberation of the teachers and announcing of the final result (for further details, see Appendix 3: Regulations concerning the master’s thesis).
2. Other than what is stated in article 4.5a sub 5, the student is required to apply for the aforementioned concluding examination separately. The university announces the related procedure and demands via Student-net. The application must be submitted at least 20 working days before the desired exam date – as discussed beforehand with the chief examiner (thesis supervisor) – with the Student Office.
3. Taking part in the concluding examination is only possible when all other components of the exam programme have been completed with a passing grade, or if applicable with a “satisfactory”.

Article 10.2 – Diploma ceremony

The student receives the diploma and degree supplement directly after successfully completing the final oral exam, as mentioned in article 4.12 sub 3.

Paragraph 11 – Concluding conditions**Article 11.1 - Changes**

1. Any change of these regulations may only be effectuated in the current academic year if student interests are not unreasonably infringed upon.
2. A change must not influence any other decision of the EC regarding a particular student to the detriment of this student.
3. Changes that are necessary in order to render these regulations in accordance with Dutch laws and regulations, or with international laws and regulations, are by definition exempt from what is stated sub 1 and sub 2.

Article 11.2 – Other conditions

1. In cases in which these regulations or the examination policy are disproportionately to the detriment of the student, the EC can take individual measures.
2. The Rector will come to a decision on all cases not covered or only partly covered by these Regulations.

Article 11.3. – Publication

1. The Executive Board ensures that these Regulations are suitably published, as are interim changes.
2. Any interested party may consult the TER and the Regulations as mentioned sub 1 on the university's website.

Article 11.4 – Date of taking effect

These Regulations take effect on September 1, 2018.

Thus enacted by decision of the Executive Board of the Protestant Theological University, after consultation of the Examination Committee Master programmes, and with the approval of the Curriculum Committee Master programmes and the University Council, on August 30, 2018.

APPENDICES

Appendix 1: Final attainment objectives of the programme

The competence profile is organised as follows:

- I The hermeneutic core competence (please see 1 below)
 - II The academic competences (please see 2-3 below)
1. Hermeneutic competence. The ability to read, interpret, understand and express texts, traditions, stories and practices in their contexts and interactions in a methodical, reflecting and renewing manner, and at the same time have oneself be read, interpreted, understood and expressed.
 2. Academic competence. The ability to practice the theological discipline independently, in an academic manner using sources and relevant knowledge from other academic areas and rendering account for one's own interpretations, thus contributing to the development of the protestant practice of theology.
 3. Disciplinary competence. The ability to conduct academic research in one of the theological research areas (Sources, Beliefs, Practices) and make original contributions to them.

Appendix 2: The examination programme

FULL TIME CURRICULUM

The programme lasts one year and consists of 60 ECTS and consists of the following components:

- Two interdisciplinary courses 10 ECTS (2 x 5)
- Three profile courses (PThU) 15 ECTS (3 x 5)
- One profile course (RUG) 5 ECTS
- Methodology Course 5 ECTS
- Specialisation Course 5 ECTS
- Literature for Thesis 5 ECTS
- Thesis 15 ECTS

This programme is filled in with courses belonging to one of the trajectories described below.

The interdisciplinary courses are of introductory nature and focus on intercultural and hermeneutical approaches. The profile courses together form a coherent package of PThU-courses and one course that is followed at the faculty GG & GW of the Rijksuniversiteit Groningen (RUG).

After these units, the thesis-trajectory follows, which begins with methodological deepening and closes with the writing of a master's thesis in one of the three theological research areas, in conjunction with the profile of choice.

The thesis supervisor may, in light of the chosen thesis subject, attach further entrance requirements to the desired specialisation. This applies especially to the mastering of specific languages necessary for independent consultation and study of the sources (e.g. Hebrew and Greek for biblical studies).

Students will choose one of the following profiles:

Ethics of Dignity (sub-route Ethics)

Understanding Bible and Christian Tradition	5 ECTS
Crosscultural Communication	5 ECTS
Political Theology	5 ECTS
Identity and Dignity in Care	5 ECTS
The Dignity of the Old	5 ECTS
One profile course, related to the subject of this profile, to be followed at the RUG. Which specific course(s) qualify, will be announced at the PThU website.	5 ECTS
Methodology Systematic Theology	5 ECTS
Specialisation course Ethics	5 ECTS
Literature for thesis	5 ECTS
Thesis	15 ECTS

Ethics of Dignity (sub-route Care/Practical theology)

Communities with impact	5 ECTS
Crosscultural Communication	5 ECTS
Political Theology	5 ECTS
Identity and Dignity in Care	5 ECTS
The Dignity of the Old	5 ECTS
One profile course, related to the subject of this profile, to be followed at the RUG. Which specific course(s) qualify, will be announced at the PThU website.	5 ECTS
Methodology Practical Theology	5 ECTS
Specialisation course Care in Contexts of Diversity	5 ECTS
Literature for thesis	5 ECTS
Thesis	15 ECTS

Living texts: Bible and Tradition in Multiple Contexts (sub-route Old/New Testament)

Understanding Bible and Christian Tradition	5 ECTS
Communities with impact	5 ECTS
Authors as Readers (or: Fundamental Exegetical Methods*)	5 ECTS
Biblical Theology	5 ECTS
Theology and Spirituality of Martyrdom in Jewish and Christian tradition	5 ECTS
One profile course, related to the subject of this profile, to be followed at the RUG. Which specific course(s) qualify, will be announced at the PThU website.	5 ECTS
Methodology course: Exegetical Methods advanced level	5 ECTS
Specialisation course: Biblical Theology	5 ECTS
Literature for thesis	5 ECTS
Thesis	15 ECTS

* For students with insufficient Exegesis in previous education.

Living texts: Bible and Tradition in Multiple Contexts (sub-route Church history)

Understanding Bible and Christian Tradition	5 ECTS
Communities with impact	5 ECTS
Classical Works of Protestant Theology in Context	5 ECTS
Biblical Theology	5 ECTS
Theology and Spirituality of Martyrdom in Jewish and Christian tradition	5 ECTS
One profile course, related to the subject of this profile, to be followed at the RUG. Which specific course(s) qualify, will be announced at the PThU website.	5 ECTS
Methodology course: Church History	5 ECTS
Specialisation course: Church History	5 ECTS
Literature for thesis	5 ECTS
Thesis	15 ECTS

Missional Communities

Communities with impact	5 ECTS
Crosscultural Communication	5 ECTS
Mission-shaped Spirituality for Christian Ministry in a Pluralist World	5 ECTS
Practices of the Mission-shaped Congregation	5 ECTS
Emerging Communities in Ecclesial and Societal Contexts	5 ECTS
One profile course, related to the subject of this profile, to be followed at the RUG. Which specific course(s) qualify, will be announced at the PThU website.	5 ECTS
Methodology Practical Theology	5 ECTS
Specialisation course Care in Contexts of Diversity	5 ECTS
Literature for thesis	5 ECTS
Thesis	15 ECTS

Thinking God Interculturally (sub-route Intercultural theology)

Understanding Bible and Christian Tradition	5 ECTS
Crosscultural Communication	5 ECTS
Mission-shaped Spirituality for Christian Ministry in a Pluralist World	5 ECTS
Theology of religions: encounter and witness	5 ECTS
Political Theology	5 ECTS
One profile course, related to the subject of this profile, to be followed at the RUG. Which specific course(s) qualify, will be announced at the PThU website.	5 ECTS
Methodology Systematic Theology	5 ECTS
Specialisation course Dimensions of Intercultural Theology	5 ECTS
Literature for thesis	5 ECTS
Thesis	15 ECTS

Thinking God Interculturally (sub-route History of Christian Doctrine)

Understanding Bible and Christian Tradition	5 ECTS
Crosscultural Communication	5 ECTS
Classical Works of Protestant Theology in Context	5 ECTS
Theology of religions: encounter and witness	5 ECTS
Political Theology	5 ECTS
One profile course, related to the subject of this profile, to be followed at the RUG. Which specific course(s) qualify, will be announced at the PThU website.	5 ECTS
Methodology Systematic Theology	5 ECTS
Specialisation course History of Christian Doctrine	5 ECTS
Literature for thesis	5 ECTS
Thesis	15 ECTS

Thinking God Interculturally (sub-route Philosophy of Religion)

Understanding Bible and Christian Tradition	5 ECTS
Crosscultural Communication	5 ECTS
Theology of religions: encounter and witness	5 ECTS
Political Theology	5 ECTS
Tutorial: Philosophy of religion	
One profile course, related to the subject of this profile, to be followed at the RUG. Which specific course(s) qualify, will be announced at the PThU website.	5 ECTS
Methodology Systematic Theology	5 ECTS
Specialisation course Levinas and the philosophy of religion	5 ECTS
Literature for thesis	5 ECTS
Thesis	15 ECTS

PART TIME CURRICULUM

It is also possible to follow the programme in part time. The study load remains 60 ECTS, but the programme will take two years (nominally). The contents and composition of the curriculum, as well as the various trajectories available for choice, are the same.

Through the website, the university will provide further information about the design and scheduling of the part time programme.

Appendix 3: Regulations concerning the master's thesis

Magnitude of the master's thesis

In order to pass the master examination, a master's thesis must be written. The amount of work involved in this is set at 15 ECTS. For students participating in the Research Programme, the thesis trajectory is increased to 30 ECTS (see appendix 7: Research Programme).

The number of words of the master's thesis amounts to 15,000-25,000, appendices – i.e., those parts that are normally regarded as not belonging to the thesis itself – excluded. The supervisor may allow a bigger or smaller magnitude (in number of words) of the master's thesis, as he sees fit in respect of the nature of the research. The student may be allowed to offer (part of) the research report as an academic (peer reviewed) article, or in some alternative form, without prejudice to the requirements and standards regarding academic level, and without prejudice to the assessment responsibilities stipulated in this regulation.

Language

The master's thesis is written in Dutch, English or German. After consultation the thesis may be written in another language.

Supervision and responsibility

At least two members of the academic staff (professors, lecturers) are involved in the thesis trajectory: the 'supervisor' and the 'evaluator'. In some cases, a 'second supervisor' may be added.

- During the entire thesis trajectory, the supervisor is the first contact for the student and responsible for supervising and guiding the project. The student is entitled to several consultations with the supervisor. The supervisor will chair the thesis defence and, together with the evaluator and possibly the second supervisor, assesses the final master's thesis.
- An evaluator, competent in the subject field of the thesis or a specific sub-area of this, is to be chosen in due consultation between student and supervisor. The evaluator has the task to (a) assess and, if appropriate, approve the format/plan of the master's thesis, (b) co-assess the final master's thesis at the end of the trajectory, (c) take part in the thesis defence. After approval of the format/plan, the evaluator will in principle take some distance of the supervision and guidance of the project.
- If the subject of choice requires additional expertise, a second supervisor may be added to the trajectory, in due consultation between student and supervisor. The second supervisor's tasks are to (a) offer his/her additional expertise in the phase of supervision and guidance of the project, in collegial consultation with the supervisor who is responsible for the project as a whole, (b) co-assess the final master's thesis at the end of the trajectory, (c) take part in the thesis defence. In principle, the second supervisor is not responsible for the assessment and approval of the format/plan of the thesis project, unless agreed otherwise in advance.

Further guidelines for student, supervisor(s), and evaluator regarding the planning and supervision are given in the 'Supervision Guide for the Master's thesis'. Guidelines for writing the thesis are given in the PThU 'Writing Guide for the Master's thesis'. Both documents can be found on Intranet and Studentnet.

Format of the master's thesis and agreements relating to supervision

Explicit arrangements are made with respect to master's thesis planning and supervision. The procedure to be adopted is as follows:

1. Orientation phase

Well in advance of starting his research, the student must have one or more preliminary discussions with the supervisor to determine the choice of research subject and the feasibility of his plans.

2. Format of the master's thesis

The format of the master's thesis must be approved by the supervisor and the evaluator and must contain the following elements:

1. description of the subject, formulation of the central question/hypothesis (and related sub-themes and sub-questions) of the thesis, the objective and relevance of the subject and the method;
2. overall indication of the anticipated result;
3. provisional division into chapters;
4. research planning including at least:
 - target dates for the various components/chapters of the thesis;
 - target date for the completion of the thesis;
 - frequency of consultations with the supervisor;
5. provisional literature list.

3. Frequency of consultations with the supervisor

During the research and preparation period of the thesis, the student is entitled to a minimum of three and a maximum of six consultations with the supervisor.

4. Guidelines for writing

The instructions given in the 'Writing Guide for the Master's thesis' are to be considered as leading principles for the execution of the research and its written report. If necessary, the supervisor provides distinct instructions concerning style and general format of the master's thesis in accordance with the specific field of research.

The supervisor may give permission for a deviant form or manner of reporting (for example, an article to be submitted to an academic journal, a research proposal, or otherwise). Additional requirements may be made regarding the form or manner of reporting, in order to guarantee that the whole of the research, and its written report, meet the same requirements as a regular master's thesis. If the research is submitted to an academic journal or any other platform used for the publishing of scientific results, the evaluation of the thesis trajectory remains reserved to the supervisor(s) and evaluator, regardless of whether the submitted report is accepted or rejected by the editors of the journal or platform.

5. Mediation in case of disputes

In the event of problems arising during supervision between those involved, the student may request mediation by the professor of the research group. If the dispute is with the professor, the student may turn to the president of the Examination Committee. If the dispute is with the president of the Examination Committee, another member of the Committee will be appointed as mediator.

For disputes concerning assessment, the student is referred to the usual procedures for appeals.

Final attainment objectives and assessment of the master's thesis

Final attainment objectives:

After completion of the master's thesis, the student is able to write an academic treatise independently, based on research into sources and/or empirical research and/or literature study conducted in relation to a self-formulated research question/hypothesis.

Assessment criteria

The following criteria are observed in assessing the thesis:

1. General

The master's thesis is of a sufficient academically consistent, coherent, congruent and critical level in terms of method, content and presentation. Assessment also includes the degree of working independence and the level and degree of difficulty of the research.

2. Formulation of the problem

- A distinctly formulated and well-defined research framework;
- the formulation of the research question clearly indicates the problems in the research field chosen and describes any former academic research into these problems where possible;
- the research question of the thesis (expressed in one full sentence) lies within the scope of the problem formulation of the research field chosen and offers possibilities for a solution;
- method and objective are suitable for the research question;
- research results are worked out adequately in the conclusions;
- the state of the research and rendition of positions in the field of research are adequate and directed to the research problem as defined;
- at the end of the thesis, the main question is substantiated with appropriate arguments;
- the working method and its methodological justification are stated explicitly;
- sources/literature are used carefully and correctly;
- annotation is accurate and correct, in accordance with the standards of the discipline or sub-discipline;
- if applicable, demonstrable integration of empirical or source material with theoretical material;
- the literature studied is relevant to the problem formulated and the research question;

3. Relevance

- the formulated problem and research question are relevant to the discipline;
- the implications of the research conclusions have been indicated;
- the contribution of the research to the development of the practice of protestant theology has been indicated;

4. Independence

- work has been done independently and autonomously;
- the thesis includes a personal view supported by arguments;
- the ability to deal constructively with comments on concepts in the thesis or parts of it has been demonstrated;
- the formulation of the problem, the research question, the argumentation and reflection, as well as the substantiated treatment of the research question, indicate originality;

5. Presentation

- neatly arranged lay-out of the thesis;
- logically structured reasoning;
- the magnitude of the thesis is circa 15,000-25,000 words for 15 ECTS – from this may be deviated in consultation;

6. Formulation

- correct linguistic usage;
- a clear line of argumentation;
- consistent and correct use of terms;
- correct reference to sources;
- in so far as empirical research contains personal/privacy-sensitive data, the student has taken care that this information cannot be traced back to specific persons (for example, by anonymising data, using abbreviations, etc.);

7. Planning

- arrangements with regard to the submission of draft sections and their discussion have been complied with;
- the thesis has been completed within the planning period.

N.B. If the scheduled deadline has been exceeded significantly, this will be taken into account in the assessment (i.e. in the final grade).

Assessment of the thesis

The thesis is assessed in accordance with the Master's Thesis Assessment Form, which is established by the Board of Examiners.

After the thesis has been assessed and accepted as satisfactory by the supervisor(s), the thesis is submitted to the evaluator for assessment. The evaluator may indicate points that require improvement, and determines his/her own grade for the final version of the master's thesis (independently from the supervisor(s) and with exception of sub 5: 'Process and method' of the Assessment Form).

The supervisor and the evaluator pass their comments on the work on to the student within 10 working days.

The final thesis discussion (final interview) will take place only if the supervisor(s) and the evaluator all (preliminarily) assess the submitted work as 'sufficient' (5,5 or higher) *and* the 'requirements for approval' have been met (see the Assessment form). In the event that the supervisor(s) and the evaluator do not approve of the thesis unanimously, they submit the case to the Board of Examiners, together with their written opinions and a copy of the manuscript. The Board of Examiners decides, possibly after seeking advice from an examiner not yet involved in the thesis trajectory, whether the submitted work is to be assessed preliminarily as 'sufficient', so that the thesis discussion may take place (assuming that the aforementioned requirements for approval have been met) – or not. The thesis discussion (final interview) is part of the assessment of the thesis (a maximum increase or decrease of the preliminary grade of half a grade point). The final result is established in a consultation of the supervisor(s) and the evaluator after the discussion of the thesis.

Thesis discussion (final interview)

The Thesis discussion (final interview) lasts about 60 minutes, including welcome, brief presentation of the research by the student, and a discussion/defence of the thesis based on questions posed by the supervisor(s) and the evaluator. After this, the supervisor(s) and evaluator establish the final result (grade) in private consultation, followed by public announcement.

In the PThU-master programmes in Groningen, the thesis discussion coincides with the final exam. The thesis discussion is a public event. After the supervisor(s) and evaluator have given their (preliminary) approval for the submitted work, the student applies for examination, in writing, at the student administration office of the university. For this, and for the protocol of the public thesis discussion, further information may be found on Intranet and Studentnet.

Archiving of the master's thesis/incorporation into the library collections

The student will submit the final version of the master's thesis *in digital form*, at the student administration office, prior to the public thesis defence and final assessment. The digital version will be included indefinitely in the student's file/the archives of the university. Also, the master's thesis will be included in the digital collections of the university library and be made available for duplication there. The PThU reserves the right to publish the title and summary of the submitted work and/or to make these available externally. Every master's thesis will be listed in the Annual Report of the PThU.

Master's Thesis Assessment Form

(version EC-20170627-EN)

STUDENT INFORMATION

Name: _____

Student number: _____

Title master's thesis: _____

Supervisor: _____

Second supervisor (if applicable): _____

Evaluator: _____

Research group (to be completed by supervisor):

Sources

Beliefs

Practices

Programme (to be completed by supervisor):

Master of Theology ('Master Verdieping', PThU Groningen), full time

Master of Theology ('Master Verdieping', PThU Groningen), part time

CONDITIONS FOR APPROVAL

To be completed by supervisor:

Language/spelling and layout are in order

Annotation and bibliography have been carried out correctly and consistently

Signed declaration sheet submitted

Thesis size is within the limit (exceptions are possible only after explicit permission of the supervisor, in which case he/she adds a brief statement on p. 4 of this form)

Ephorus check has not revealed any problems

Approved data management plan submitted

PROCESS AND METHOD

Each examiner separately answers questions 1-5 (supervisor[s]) or 1-4 (evaluator). The evaluator refers to and adopts the supervisor's score at question 5. The examiners establish their provisional grades individually, by adding up their scores (including the extra points for 'special qualities', if applicable) and then dividing them by five. The grade may not exceed 10. After they have discussed their assessment and the substantiation thereof, the supervisor(s) and evaluator may choose to adjust their score. The grades resulting from this process are filled in at the bottom of p. 3 and then converted to a provisional average grade.

The thesis defence will not take place before:

(a) the supervisor(s) and evaluator have each assessed the master's thesis as satisfactory (that is, a provisional grade of 5.5 at least; see also the *Supervision Guide*); and

(b) all 'conditions for approval' (see above) have been met.

PROVISIONAL ASSESSMENT (PRIOR TO THE THESIS DEFENCE)

1. General: scholarly level of the work, critical judgment, (self-)critical habit

(Guiding questions: To what extent is the student able to carry out independent, original research at a scientific level? To what extent is the student able to deal with new and complex materials in a problem-solving and knowledge-integrating manner? Does the student demonstrate critical judgment and creativity? Is the student able to critically relate his/her theological positions and assumptions to both the thesis subject and the scholarly debate?)

To what extent is the student capable of carrying out future (follow-up) research in an autonomous, self-directed manner?)

Score (1-10): ____

Explanation/remarks: _____

2. Research Question

(Guiding questions: To what extent does the research question reflect sound problem analysis? Is the research question defined adequately and has it been demarcated sufficiently?)

Have any sub-questions been worked out properly? To what extent is the student able to recognize, articulate and argue the relevance of his/her project for the theological discipline, for science in general and for society?)

Score (1-10): ____

Explanation/remarks: _____

3. Method and Use of Sources

(Guiding questions: Has the research strategy/method been explained and justified, and to what extent does it meet the disciplinary standards? How is the data management plan justified? Is the selection of sources appropriate, and have the related choices and limitations been made explicit? Is the analysis and interpretation of primary sources/research data adequate? Has the student been able to find and utilize the relevant secondary literature and has it been processed in a way that does justice to the scholarly debate?)

Score (1-10): ____

Explanation/remarks: _____

4. Argumentation and Conclusions

(Guiding questions: To what extent is the argument logical, consistent and convincing? Is the use of language fitting for academic discourse? To what extent has (substantiation of) the argument been formulated clearly and effectively and structured properly? Are the conclusions related to the research question and do they follow from the argument?)

Score (1-10): _____

Explanation/remarks: _____

5. Process en working attitude (to be completed by the supervisor, the evaluator adopts the score given by the supervisor)

(Guiding questions: Has the student shown sufficient initiative? To what extent did he/she feel responsible for the project? To what extent did the student work independently, or need guidance and feedback? Has the student demonstrated the ability to weigh and process substantive and/or process-based feedback constructively and independently? Have agreements been adhered to? Has the master’s thesis been completed according to schedule and within the applicable time limit?)

Score (1-10): _____

Explanation/remarks: _____

If applicable: extra points for ‘special qualities’

(Are there special features of quality – such as a distinctive degree of originality/creativity, innovativeness, an interdisciplinary/multidisciplinary approach, or otherwise? For this, up to 5 extra points may be awarded.)

Score (0-5): _____

Explanation/remarks: _____

PROVISIONAL GRADES

Provisional grade supervisor: _____
 Provisional grade 2nd supervisor (if applicable): _____
 Provisional grade evaluator: _____

} **Provisional average grade:** _____

FINAL ASSESSMENT

Assessment of the thesis defence

After the thesis defence, the examiners (supervisor[s] and evaluator) may raise or lower the provisional average grade by up to half a grade point. They will do so only on the basis of the quality of the thesis defence, and in collegial agreement. (The resulting grade may not exceed 10.)

(Guiding questions: To what extent is the student able to deal with critical questions, of either a positive or negative nature, and to formulate an adequate response without further preparation? To what extent is the student able to communicate clearly and unambiguously the knowledge, motives and considerations underlying the conclusions reached in his/her master's thesis?)

Adaptation of the provisional average grade (up to +/- 0.5 grade point): _____

Explanation/remarks: _____

Additional/summative remarks on the assessment

FINAL GRADE

Final grade, being the provisional average grade, plus or minus the assessment score of the thesis defence:

SIGNATURES

Date: _____

Supervisor

Second supervisor
(if applicable)

Evaluator

Appendix 4: Admission requirements and bridging programme

Students will only be admitted to the Master of Theology, In-depth programme after fulfilment of the admission requirements, as stated in article 3.1 and further detailed in article 9.1 of these regulations. The educational background must at least be approved by the government and consequently be in line with the Act on Higher Education and Academic Research.

An active command of English, this in consideration of the prescribed literature in these languages. In principle, the language of instruction in the Master of Theology, In-depth is English.

Graduation trajectories may stipulate specific admission requirements. Depending on the choice of the specialization, knowledge of both classical languages and/or Hebrew may be obligatory.

Admissible to the programme are those who are in the possession of a degree mentioned in article 9.1 sub 2-3 in those stated conditions, or those who meet the admission requirements for the programme that are listed below.

For the Master of Theology, In-depth programme the following admission requirements apply:

1. Admission is requested on the basis of a Dutch academic (university) bachelor's degree

A. The qualitative admission requirements, being: the possession of knowledge, insight and skills on the level of an academic (university) bachelor degree regarding the following components:

- Biblical Studies 6 ECTS
- Systematic Theology 6 ECTS
- Practical Theology 6 ECTS

If the applicant requesting admission has completed the courses of Biblical Studies, Systematical theology and Practical theology within the programme on the grounds of which the application is requested, but the study load is less than for those mentioned above, the admission committee decides on the grounds of the advice given by a professor of OT respectively a professor of NT or a professor of Systematical Theology or a professor of Practical Theology, whether or not there is sufficient knowledge of the disciplines of Bible studies, systematical theology or practical theology to grant admission to the programme.

B. The qualitative admission requirements which have been established for the profile Living Texts (sub-route Old Testament/New Testament), in addition to the requirements mentioned under A:

- Hebrew 15 ECTS
- Greek 18 ECTS (of which 6 ECTS NT Greek)

If the applicant requesting admission specifically for this profile has successfully completed the courses in Hebrew, Greek and NT Greek within the programme on the grounds of which the application is requested, but the study load is less than for those mentioned above, then the admission committee decides on the grounds of the advice given by a professor of OT respectively a professor of NT, whether or not there is sufficient knowledge of Hebrew and/or Greek and NT Greek to grant the applicant

admission to the Master programme, specifically the profile Living Texts.

2. Admission is requested on the basis of an academic (university) bachelor's degree obtained outside the Netherlands

A. The admission requirement set by law, being: the possession of an academic (university) bachelor's degree. Foreign diplomas on the basis of which admission is requested, will be subjected to an assessment based on independent sources, in order to establish whether its level is equivalent to a Dutch academic (university) bachelor degree. (This procedure also applies to diplomas and/or certificates submitted to comply with requirements B, C, D below.)

B. The qualitative admission requirements, being: the possession of knowledge, insight and skills on the level of an academic (university) bachelor degree regarding the following components:

- Biblical Studies 6 ECTS
- Systematic Theology 6 ECTS
- Practical Theology 6 ECTS

If the applicant requesting admission has completed the courses of Biblical Studies, Systematical theology and Practical theology within the programme on the grounds of which the application is requested, but the study load is less than for those mentioned above, the admission committee decides on the grounds of the advice given by a professor of OT respectively a professor of NT or a professor of Systematical Theology or a professor of Practical Theology, whether or not there is sufficient knowledge of the disciplines of Bible studies, systematical theology or practical theology to grant admission to the programme.

C. The qualitative admission requirements which have been established for the profile Living Texts (sub-route Old Testament/New Testament), in addition to the requirements mentioned under B:

- Hebrew 15 ECTS
- Greek 18 ECTS (of which 6 ECTS NT Greek)

If the applicant requesting admission specifically for this profile has successfully completed the courses in Hebrew, Greek and NT Greek within the programme on the grounds of which the application is requested, but the study load is less than for those mentioned above, then the admission committee decides on the grounds of the advice given by a professor of OT respectively a professor of NT, whether or not there is sufficient knowledge of Hebrew and/or Greek and NT Greek to grant the applicant admission to the Master programme, specifically the profile Living Texts.

D. A TOEFL-score of at least 90 (Internet Based Test) of 575 (Paper Based Test) or any equivalent result in a different test or exam.

Exempted from this requirement are:

- native speakers who attended their secondary education in a country where English is the only official language, and who are also citizen of a country where English is the only official language; or
- those who have completed an academic (university) bachelor programme in one of the following countries: Canada, United States of America, United Kingdom, Ireland, New Zealand or Australia, or any other country where English is the only official language.

3. Admission is requested on the basis of a bachelor's or master's degree of tertiary education in Theology (i.e. Dutch 'hoger beroepsonderwijs [hbo]')

A. The admission requirement set by law and the qualitative admission requirements, being:

- the possession of a bachelor's or masters degree of tertiary education in theology; and
- the possession of knowledge, insight and skills on the level of an academic (university) bachelor degree regarding the following components:

- Biblical Studies 6 ECTS
- Systematic Theology 6 ECTS
- Practical Theology 6 ECTS

B. The qualitative admission requirements which have been established for the profile Living Texts (sub-route Old Testament/New Testament), in addition to the requirements mentioned under A:

- Hebrew 15 ECTS
- Greek 18 ECTS (of which 6 ECTS NT Greek)

Admission requirements and bridging programme

Students who wish to register for the Master of Theology, In-depth, but whose previous education is not sufficient to fulfil the admission requirements as described above, may participate in a bridging programme, as stated in article 9.2. In this way, they can eliminate the deficiencies in their previous education. The following courses are offered:

- Hebrew 15 ECTS
- Greek 18 ECTS (of which 6 ECTS NT Greek)
- Biblical Studies 6 ECTS
- Systematic Theology 6 ECTS
- Practical Theology 6 ECTS

[*Nota bene*: these courses are taught in Dutch.]

The bridging programme can be followed via the regular courses of the bachelor curricula in which the PThU participates (Joint Bachelor Theology, PThU/VU Amsterdam, bachelor Theology, University of Groningen).

As an alternative, all courses except Hebrew and Greek are also available as a self-study package with a test. Hebrew and Greek are taught as classroom courses, in Amsterdam. Education in the field of academic skills is part of the programme as a whole.

Appendix 5: *Judicium Abeundi*

Amended and enacted by the Executive Board of the Protestant Theological University on 24 April 2014.

Chapter 1 – Procedure for the rejection and termination of registration on account of evidence of unsuitability *within* an educational setting

Article 1 –reporting reprehensible student conduct or utterance

1. If the student's conduct or utterances demonstrate unsuitability, within an educational setting, for the profession for which education prepares, the examiner concerned reports this in writing to the president of the EC within a period of five days.
2. The written report of reprehensible conduct or utterances contains at least the name of the student in question, a description of the conduct or utterance, supported by the reasons why the examiner considers the conduct or utterance reprehensible, the educational component during which the conduct or utterance occurred, and includes time, place and circumstances as accurately as possible.
3. On receipt of the report of reprehensible conduct as intended sub 1 the EC establishes if the report is admissible. A decision about admissibility is conveyed to the person who has submitted the report by the EC or the rector within five days.
4. If the EC establishes that the report is not admissible, the report is destroyed and no statement will be included in the student file.
5. Before deciding to declare the report inadmissible, the EC grants the examiner five working days to complete missing components of the report.

Article 2 – the EC's treatment of reports of reprehensible conduct or utterance

1. When the EC decides to take up the matter, it establishes the category pertaining to the reprehensible conduct or utterance of the report.
2. By reprehensible conduct is understood:
 - a. Significant examination fraud;
 - b. Conduct that leads to significant inconvenience within the university;
 - c. Conduct that is punishable within or outside of the university;
 - d. Conduct or utterance demonstrating unsuitability for the profession for which education prepares.
3. If the EC establishes significant examination fraud, the procedure described in the Fraud Regulations is followed.
4. If the EC establishes conduct that leads to significant inconvenience within the university, the report is forwarded to the Executive Board, requesting the Board to make a decision on the basis of Chapter 6 of the Student Regulations.
5. If the EC establishes conduct to be punishable within the university or outside, the report is forwarded to the Executive Board, requesting the Board to deal with the matter, so as to determine if the matter should be reported to the police.
6. If the EC establishes that the conduct or utterance does not fall in any of the categories as intended sub 3, 4 or 5, the report is dealt with by the EC itself.
7. As soon as the EC has decided to deal with the report, the student concerned is informed of this decision. The EC grants the student the possibility to be heard, either in person or in writing.
8. The EC considers if the nature and extent of the student's conduct or utterance justify taking appropriate measures.
9. If the conduct or utterance is excessive, such that the safety or physical and/or mental health or physical and/or mental integrity of others in the educational setting is at risk, the EC may decide to propose to the Executive Board that the student should be expelled (a *judicium abeundi*).
10. The proposal to the Executive Board is made within ten working days after the EC's decision.

Article 3 – Judicium abeundi (binding verdict to leave)

1. The EC writes a motivated proposal to the Executive Board for pronouncing a judicium abeundi for the student concerned.
2. The written report of reprehensible conduct or utterances contains at least the name of the student in question, a description of the conduct or utterance, supported by the reasons why the examiner considers the conduct or utterance reprehensible, the educational component during which the conduct or utterance occurred, and includes time, place and circumstances as accurately as possible.
3. The Executive Board decides on the proposal of the EC within four weeks after receipt of the proposal.
4. The Executive Board either decides to pronounce a judicium abeundi, on account of which registration for the curriculum is terminated without delay or the person who requests admission is not admitted, or to reject the proposal of the EC.
5. If the Executive Board decides to reject the proposal of the EC, it informs the EC and the student concerned or the person who requested admission without delay.
6. After rejection of the proposal of the EC the file concerning the report of reprehensible conduct is sent back to the EC. The EC then decides if measures other than the judicium abeundi should be taken. Their motivated decision is announced to the student in writing.
7. If the Executive Board decides to pronounce a judicium abeundi as intended sub 4, it announces its motivated decision in writing to the student. A copy of the Executive Board's decision is sent to the president of the EC.
8. The (former) student concerned cannot be registered for the curriculum in question again, unless he qualifies as no longer unsuitable, such to be determined at the discretion of the Executive Board.

Article 4 – the student's objection and appeal to the judicium abeundi decision

1. If a student does not agree with the decision to terminate the registration of the curriculum, he may object to this decision with the Executive Board within six weeks after the decision was announced.
2. The procedure for dealing with the objection of the student is in accordance with the Objection Regulations for Controversies with the Executive Board, under the proviso that the duties of the Advisory Controversies Committee are dealt with by the Judicium Abeundi Advisory Controversies Committee. The committee's advice is announced in writing and contains a report of the hearing.
3. The Executive Board makes a decision within ten weeks after receipt of the objection.
4. If the decision concerning the objection deviates from the Committee's advice, the decision contains the reasons for such a deviation and the Committee's advice is added to the decision as an enclosure.
5. The decision is announced to the appellant.
6. If the appellant feels that the decision relating to his objection has not been dealt with satisfactorily, he may appeal to the Board of Appeals for Tertiary Education.
7. If the appeal leads to a verdict by the Board of Appeals for Tertiary Education that forces the Executive Board to repeal its decision to terminate registration for the curriculum, the Executive Board returns the file concerning the conduct or utterance that was considered reprehensible by the EC to the EC. The EC then decides if measures other than pronouncing the judicium abeundi are appropriate. The EC makes a decision with respect to other measures within a period of ten working days.

Chapter 2 – Procedure for the rejection and termination of registration on account of evidence of unsuitability *outside of an educational setting*

Article 1 –reporting reprehensible conduct or utterance of a student or a person requesting admission

1. If the conduct or utterances of the student or person requesting admission *outside of an educational setting* has shown his unsuitability for the profession for which education prepares, the examiner concerned and/or the Admission Committee reports this in writing to the rector within a period of five working days after the facts have become known.
2. If at the start of working in a trainee situation a statement of proper conduct is not available, the trainee coordinator reports this without delay to the rector. The sole fact that such a statement is not available leads to an immediate admissibility of the reported fact.
3. The written report of reprehensible conduct or utterance contains at least the name of the person in question, a description of the conduct or utterance, supported by the reasons why the examiner or the Admission Committee considers the conduct or utterance reprehensible, and includes time, place and circumstances as accurately as possible.
4. On receipt of the report of reprehensible conduct as intended sub 1 the rector establishes if the report is admissible. A decision about admissibility is conveyed to the person who has submitted the report within five days.
5. If the rector establishes that the report is not admissible, the report is destroyed and no statement will be included in the student file.
6. Before deciding to declare the report inadmissible, the rector grants the examiner or Admission Committee five working days to complete missing components of the report.

Article 2 – dealing with reports of reprehensible conduct or utterance by the rector

In dealing with the matter, the rector determines the category pertaining to the reprehensible conduct or utterance of the report.

1. By reprehensible conduct is understood:
 - a. Conduct that is punishable within or outside of the university;
 - b. Conduct or utterance demonstrating unsuitability for the profession for which education prepares.
2. If the rector establishes conduct to be punishable within or outside of the university, the report is forwarded to the Executive Board, requesting the Board to deal with the matter, so as to determine if the matter should be reported to the police.
3. If the rector determines that the conduct or utterance does not fall in any of the categories as intended sub 2, the report is dealt with by the rector personally.
4. After the rector's decision to deal with the matter, the person to which the report pertains is informed of this decision without delay. The rector grants the person concerned an opportunity to be heard, either in person or in writing.
5. The rector considers if nature and extent of the conduct or utterance of the person concerned justify taking appropriate measures.
6. If the conduct or utterance is excessive, such that the safety of physical and/or mental health or physical and/or mental integrity of others in the educational environment are at risk, the rector may decide to propose to the Executive Board that the student should be expelled (a *judicium abeundi*).
7. The proposal to the Executive Board is made within ten working days after the rector's decision.

Article 3 – Judicium abeundi (binding verdict to leave)

1. The rector writes a motivated proposal to the Executive Board for pronouncing a *judicium abeundi* for the student or person requesting admission concerned.

2. The written report of reprehensible conduct or utterances contains at least the name of the student in question, a description of the conduct or utterance, supported by the reasons why the examiner considers the conduct or utterance reprehensible, the educational component during which the conduct or utterance occurred, and includes time, place and circumstances as accurately as possible.
3. The Executive Board decides on the rector's proposal within four weeks after receipt of the proposal.
4. The Executive Board either decides to pronounce a *judicium abeundi*, on account of which registration for the curriculum is terminated without delay or the person who requests admission is not admitted, or to reject the rector's proposal.
5. If the Executive Board decides to reject the rector's proposal, it informs the student concerned or the person who requested admission without delay.
6. After rejection of the rector's proposal the Executive Board then decides if
7. measures other than the *judicium abeundi* should be taken. Its motivated decision is announced to the student in writing.
8. If the Executive Board decides to pronounce a *judicium abeundi* as intended sub 4, it announces its motivated decision in writing to the student.
9. The (former) student concerned cannot be registered for the curriculum in question again, unless he qualifies as no longer unsuitable, such to be determined at the discretion of the Executive Board.

Article 4 - objection and appeal to the *judicium abeundi* decision

Article 4 of Chapter 1 relating to objection and appeal of a decision by the Executive Board to terminate registration on the basis of conduct or utterances within the educational setting is analogously applicable.

Appendix 6: Fraud Regulations

Article 1 – General Regulations

- 1.1 The Fraud Regulations (from here: regulations) apply to the initial (pre-)master curricula established in the Protestant Theological University (PThU)
- 1.2 The regulations are enacted by the Examination Committee Master Curricula PThU (from here: EC); in accordance with what has been determined in the Act on Higher Education and Academic Research (WHW in Dutch), article 7.12b, sub 2 and 3.
- 1.3 Where these regulations mention he/him, she/her are supposed to be included.

Article 2 – Fraud

- 2.1 By fraud is understood any action or negligence of a student that purports to obstruct arriving at a correct assessment of his knowledge, insight and skills, either in whole or in part.
- 2.2 The following types of conduct will at any rate be considered as fraud. This expressly does not exclude other types of conduct which may be characterised as fraud. It concerns:
 - a. not following the instructions of the examiner or the invigilator assigned by him;
 - b. acting contrary to the instructions of the test or these regulations;
 - c. having at one's disposal during a test books, syllabi, notes or other documents or articles such as electronic devices for communication of which consultation or use has not been expressly allowed.
 - d. having with him in any way any type of communication device (N.B. the mere fact that these devices can be consulted suffices for the establishment of fraud);
 - e. during a test or exam copying from fellow students or exchanging any information with them, whether in the examination room or outside;
 - f. to exchange the question and/or answering forms or to exchange them with others;
 - g. obtaining questions or assignments of the test or exam in question prior to the test or exam;
 - h. making changes in the results of the test or exam after the time has elapsed and/or after the papers have been handed in;
 - i. to assume someone else's identity during a test or exam or to have another person instead of the student take the test or exam;
 - j. manipulation or incorrect presentation of research results in carrying out (graduation) research, with the intention to mislead, e.g. by 1) distorting research data, making them up or rendering them irresponsibly selectively; 2) purposely distorting and rendering points of view, interpretations and conclusions of others;
 - k. facilitating fraud of fellow students or encouraging them to fraud;
 - l. registering for or taking part in a test for which the student has been banned by the EC on the basis of fraud.
- 2.3 By fraud is also understood the submission of false documents in requesting exemptions within the curriculum, requesting diplomas or registering for a test.

Article 3 – Plagiarism

- 3.1 Plagiarism is a type of fraud.
- 3.2 The following is listed as plagiarism under all circumstances. This expressly does not exclude other facts or acts that may be considered as plagiarism. It concerns:
 - a. using or copying texts, data or thoughts of others without full and correct reference to sources;

- b. not indicating clearly in the text, e.g. by quotation marks or a particular layout, that text has been copied literally from another author, even if correct source references have been included;
 - c. paraphrasing the content of texts of others without sufficient source references;
 - d. adopting work of fellow students and passing them on as one's own work;
 - e. submitting assignments obtained from a commercial institution or written by someone else (whether on a paid or non-paid basis).
- 3.3 Examiners are always obliged to check papers, essays and mastertheses for plagiarism, at least by using the designated detection programme (i.e. submitting papers via Ephorus).
- 3.4 By submitting his text the student gives permission to include the text in the database of the detection programme concerned.

Article 4 – Procedure

- 4.1 In principle the following applies to all types of testing, even if the rules have been written for a specific type of testing in first instance.
- 4.2 If an examiner or invigilator assigned by him establishes or strongly suspects fraud, he files a written report of what has happened and makes this available to the EC. If applicable he adds material as evidence.
- 4.3 The EC informs the student in writing of the notification and the report in question.
- 4.4 In case of the aforementioned establishment or strong suspicion of fraud, the student is given the opportunity to finish the test. However, the student is not allowed to take part in resits for the same test during the period when the fraud procedure applies.
- 4.5 The EC hears the student on the alleged fraud within two weeks after the fraud has been reported to the EC. The student may be supported by an intercessor.
- 4.6 The EC may hear additional persons who are able to provide relevant information on the alleged fraud.
- 4.7 The EC may assign a subcommittee with the hearing of the student concerned and the additional persons.
- 4.8 The EC decides within four weeks on the basis of the documentation and if possible on the information that the student has provided during the hearing, if fraud has been committed.
- 4.9 The EC may exceed the aforementioned terms by maximally four weeks. If the EC resorts to this right, the student in question is informed in writing.
- 4.10 If the EC has arrived at the conclusion that fraud has been established, it imposes one or more sanctions.
- 4.11 Recidivist behaviour justifies a more far-reaching type of sanction than would otherwise have been imposed.
- 4.12 The EC may decide to give the student a serious warning.
- 4.13 The EC may sanction the established fraud by declaring the test to which the fraud applies void.
- 4.14 The EC may moreover exclude the student from one or more tests, for a period of maximally one year.
- 4.15 Apart from imposing one or more of the sanctions mentioned in 4.12, 4.13, and 4.14, the EC may impose an extra study assignment in the field of academic research skills of up to 5 ECTS.
- 4.16 The EC does not grant the student an exemption on the basis of a test taken at another institution of university education during the period when the student was excluded from taking part in a comparable test at the PThU.
- 4.17 The EC establishes on the basis of type, seriousness, scale and/or degree of [malinent] of the fraudulent act(s) if serious fraud is at stake. Indications for establishing serious fraud are:
- a. recidive of fraud;

- b. forms of fraud with implications that exceed the sphere of the fraudulent student, especially in the sense of article 2.2 sub k above;
 - c. the types of fraudulent conduct delineated above in articles 2.2 sub i, 2.2 sub j, 2.2 sub l, 2.3, and 3.2 sub e;
 - d. forms of fraud associated with the committing of criminal offences that may give cause to the filing of a complaint with the competent authorities.
- 4.18 The EC may:
- a. if fraud or serious fraud is established, propose to the Committee on Scientific Practice to exclude the student from participation in the Research Programme of the PThU;
 - b. if serious fraud is established, propose to the Executive Board to terminate the registration of the student definitely.
- 4.19 If plagiarism is discovered in any submitted work, the EC may decide to examine other work submitted before by the same student(s) as well.
- 4.20 The EC informs the student in writing within two weeks after having made its decision.
- 4.21 The student may appeal the decision of the EC with the Board of Appeal for the Examinations, taking into consideration the regulations that apply to this Board.
- 4.22 In special cases, in which these regulations relating to fraud do not provide, the EC decides, taking into consideration the principles of a proper procedure.
- 4.23 These regulations come into effect on September 1, 2018, with simultaneous withdrawal of earlier versions. These regulations may be referred to as 'Fraud Regulations (pre-)master curricula PThU 180901' (Dutch: 'Regeling Fraude (pre-)masteropleidingen PThU 180901').

*Enacted by the Examination Committee Master Curricula PThU on August 21, 2018.
Version: 180901.*

Appendix 7: Research Programme (formerly Honours Programme)

Structure of the Research Programme

The programme consists of two parts:

Part A: a track of 15 ECTS centring on Philosophy of the Human Sciences, disciplinary expertise and research methodology.

Part B: a master's thesis comprising 30 ECTS. The main focus in the thesis track lies on conducting research independently and acquiring research skills.

Areas of competence to be mastered in the Research Programme are:

- academic competence (in greater breadth and depth compared to the regular exam programme)
- disciplinary competence (in greater breadth and depth compared to the regular exam programme)

A concluded master's course at the PThU with a completed Research Programme or equivalent is a condition for applying for a position as research assistant (6 months) at the PThU. Talented students are thus given the opportunity to develop a research proposal so that they can contend with external candidates with a research master background in an open and competitive selection procedure for available PhD positions. The workload of the master's thesis in the Research Programme (30 ECTS) also enables graduates to apply elsewhere for PhD places with a thesis that can compete with research master theses in terms of workload and profile.

The student who has successfully completed the Research Programme will receive proof thereof from the Committee on Scientific Practice in the form of a certificate which also records the separate components, course load and achieved results.

The Research Programme is as follows:

Part A. *Track within the one-year master exam programme (15 ECTS)*

In part A the students follow the *Disciplinary Expertise* course (5 ECTS, period 1) instead of the *Literature for the Thesis* course (G-MVVSTLTH/-PTLTH/-BHLTH, period 3).

The students are exempted from one of the regular compulsory courses in period 2, which enables them to follow the *Epistemology* course (5 ECTS).

They are also exempted from the regular *Methodology* course of the one-year Master of Theology (G-M-KG0/-PT0/-ST0, period 3), which enables them to follow instead the *Research Methodology* course of the Research Programme (5 ECTS, period 2).

Students follow the *Disciplinary Expertise* and *Research Methodology* courses alongside the regular programme (10 ECTS in increase).

Course code	Name of course	ECTS	Period
H-MP-BH1/-ST1/-PT1	Disciplinary Expertise*	5	Period 1
H-MP-V1	Philosophy of the Human Sciences	5	Period 2
H-MP-BH2/-ST2/-PT2	Advanced Research Methodology*	5	Period 2

* covered per research discipline: Sources, Beliefs, Practices

In principle, these courses will take place at the location where the teacher responsible is officially stationed (Amsterdam or Groningen).

Between part A and part B of the Research Programme the student will have a progress interview with the head of the Graduate School. The student himself/herself is responsible for making an appointment, via graduateschool@pthu.nl. Students must complete the three courses of part A with an average mark of 7,5 to be eligible for participation in part B.

Part B. Master's thesis (30 ECTS)

In the Research Programme, the master's thesis comprises 30 ECTS, that is, an increase of 15 ECTS compared to the regular master's thesis. (As a result of the 10 ECTS exemptions on the basis of part A, the net increase of the course load in semester 2 is 5 ECTS.) The thesis is written in a discipline that forms part of the profile track followed by the student in the first semester (Living Texts, Missional Communities, Ethics of Dignity, or Thinking God Interculturally) and is supervised by a professor involved in one these profile tracks.

The increase to 30 ECTS does not mean that the written thesis report should be more extensive. Rather the focus lies on doing research independently and acquiring specialized research skills. To this end, students can take part in research seminars of the Graduate School, research meetings of the research group(s) and/or research school NOSTER and/or international conferences that are relevant to their thesis research. In preparation for the thesis track, they will be further stimulated to develop their research qualities in the courses which form part of their profile track.

Admission to the Research Programme of the Graduate School

All students with an average mark of 7,5 or higher for their bachelor's programme and pre-master package (if applicable) can apply for the Research Programme. If there is uncertainty about the correct conversion of foreign study results, an additional criterion that may be used for international students of the Master of Theology, in-Depth (G-MV) is that they must have scored a mark of at least 7,5 for the assessment that forms part of their admission to the master.

Admission to the Research Programme is granted by the Committee for Research Practice (CRP). Those interested are obliged to write a letter of motivation to the CWB before 1 September of that year, for the attention of the administrative secretary, submitted with (a copy of) the diploma supplement of the bachelor's degree certificate and (if applicable) a list of marks for the pre-master course. The CWB can be reached via the postal address of the University or via the administrative secretary of the Graduate School (graduateschool@pthu.nl). After reception of the letter of motivation and the diploma supplement, the candidate, provided he/she meets the formal admission criterion, will be invited for an interview with the head of the Graduate School, who advises the CWB on definitive admission.

Other provisions

- A total of 15 ECTS of the credits gained within the Research Programme are additional to the workload of the regular programme (10 ECTS within part A, which is followed in semester 1, and 5 ECTS within part B, which is followed in semester 2). For this supplementary component participants do not receive an extension and are not entitled to additional grants.
- The programme described is tailored to the situation of full-time students, but in consultation it can be adapted by the CWB to the programme of part-time students (i.e. in matters such as sequence and scheduling, but not in terms of content, goals and level).
- Students who entered the former Honours Programme (up to and including the academic year 2016-2017) and have not yet completed it, will, as far as possible, continue their trajectory in accordance with the new Research Programme (as of 1 September 2017). Part B of the former programme (15 ECTS) is considered to be

incorporated in the extension of the master's thesis by 15 ECTS in the new programme.

- Where this transitional arrangement turns out to be unclear or unreasonable, the CWB will, in consultation, determine an individual trajectory. Where such an individual trajectory impinges on the regular master's programme (e.g. exemptions), it must also be approved by the Exam Committee.
- If a student enrolled in the Research Programme is found to have committed fraud, the Committee on Scientific Practice may decide to terminate the student's participation in the Research Programme (In accordance with the applicable *Fraud Regulations (pre-)master curricula PThU*). The Committee also has this right if the fraud relates to a course that is not part of the Research Programme.

